



U. S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST

Bogota

2. AGENCY

Department of State

3a. POSITION NO.**3b. Subject to Identical Positions?** Agencies may show the number of such positions authorized and/or established after the "yes" block.

☐ Yes ☐ No -

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
(Position No.) (Title) Electrician Technician (Series) 1210 (Grade) FSN-5/FP-9
- ☐ b. New Position – Approved by EXO on 12/2/2015
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority
WHA/EX/FRC

Electrician, 1210

FSN-5

11/23/2016

b. Other

c. Proposed by Initiating Office

6. Post Title Position (if different from official title)**7. Name of Employee****8. Office/Section**

Management Section (MGT)

a. First Subdivision

Facility Management Office (FAC)

b. Second Subdivision**c. Third Subdivision****9. This is a complete and accurate description of the duties and responsibilities of my position.**

Printed Name of Employee

Signature of Employee

Date (mm-dd-yyyy)

10. This is a complete and accurate description of the duties and responsibilities of this position.

Printed Name of Supervisor

Signature of Supervisor

Date (mm-dd-yyyy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

Printed Name of Chief or Agency Head

Signature of Chief or Agency Head

Date (mm-dd-yyyy)

12. I have satisfied myself that this is an accurate description of the position and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Printed Name of Admin or Human Resources Officer

Signature of Admin or Human Resources Officer

Date (mm-dd-yyyy)

13. Basic Function Of Position

Under the direct supervision of the Electrician Foreman or the Residential Maintenance Coordinator the employee performs as Electrician technician conducting skilled installations, maintenance and repair work within the Electrical trade. S/he will be in charge of all electrical tasks in US Government held properties which are the responsibility of the Facility Management Office. Position holder has incidental driving duties.

14. Major Duties And Responsibilities

% OF TIME

90%

Incumbent is responsible for performing new installation, maintenance and repair, and preventive and predictive maintenance on a variety of electrical equipment, power distribution and interior wiring systems. Implements preventive maintenance requirements in accordance to established maintenance procedures and recommendations. Provides troubleshooting and diagnostic service using relevant electrical tools and test equipment. Generates inspection reports reflecting condition of electrical equipment under his/her responsibility.

The incumbent installs and performs repairs on low voltage electrical systems, lighting circuit, electrical panels, voltage regulators, emergency power generators, transformers, relays, circuit breakers, electrical appliances and various associated system components

Incumbent monitors and controls various systems in the Chancery compound such as the air quality reader, several OBO power meters, the Building Automation System (BAS), the fire detection system and the Uninterrupted Power Supply system.

Completes work orders recording related labor and materials data for maintenance and repairs based on the nature of the customer's requests and depending on the type of equipment or system to be maintained.

Performs preventive maintenance on electrical systems to ensure safe and continuous operating condition and uses electrical test equipment to determine the condition of electrical wiring and associated components as part of the troubleshooting process.

10%

Incumbent is an incidental driver and may be required to work after normal working hours or on weekend shifts.

This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.

15. Qualifications Required For Effective Performance

a. Education:

High school diploma and completion of technical training on the electrical field, electrical or industrial maintenance are required.

b. Prior Work Experience:

Minimum of two years of construction or building maintenance electrical work experience is required.

c. Post Entry Training:

- On the job training.
- NFPA70 US National Electric Code (NEC).
- Safety, Health, and Environmental Management (SHEM) directives.
- Overseas Building Operations (OBO) Fire Departments' Programs.
- SMITH System driving training.
- Fall arrest and safety training based on risks associated with the assigned tasks.
- Aerial lifting equipment operation.
- EX251 - Annual Counterintelligence and Insider Threat Awareness.
- Specific software such as the Global Maintenance Management System (GMMS) as well as the E-services Portal.

d. Language Proficiency:

English Level 1 (rudimentary knowledge) is required. Spanish level 3 (good working knowledge) is required.

e. Knowledge:

- Good working knowledge to diagnose and repair electrical power and lighting systems and components and to take equipment readings with various meters, hand tools, power tools, and specialty tools to determine appropriate repairs; including knowledge of the composition, operation, and installation of a variety of electrical systems, circuits, ducting, pathways, equipment, and controls is required.

- Good level of knowledge in safety practices and safe clearance procedures (lockout/tagout) and be able to conduct work place risk assessments is required.
- Good knowledge of local electrical codes is required.
- Must have a good working knowledge of facilities maintenance practices.
- Must have basic math knowledge to use measurement tools needed to layout and cut shaped, threaded and joined materials.
- Must have basic knowledge of local electrical codes such as the RETIE and RETILAB.

f. Skills and Abilities

- Must have the ability to plan, layout and complete the installation, modification and repair of various electrical systems, circuits, equipment, and controls by interpreting and applying building plans, blueprints, wiring diagrams, and engineering drawings.
- A high degree of concentrated mental and visual attention is necessary to determine cause of trouble and to plan and carry out corrective action; to follow inspection checklists and interpret complex drawings; and to coordinate a high degree of manual dexterity with close visual attention for sustained periods.
- Ability to distinguish colors is required.
- Must be able to complete check lists and conduct electrical work risk assessments.
- Must use good safety practice and follow all safety requirements in execution of tasks and be able to use all appropriate personal protective equipment (PPE).
- Must be able to lift items based on local safety regulations.
- Must be capable of performing duties in heights and use aerial lifting equipment based on medical certifications.
- Must possess good team work skills and be able to adapt to changing schedules.
- Excellent interpersonal skills and customer-orientation are required.
- Must possess good written and oral skills in Spanish in order to produce work-related reports.
- Basic computer skills in Microsoft Office are required.
- Must be able to read and interpret technical manuals of electrical equipment and systems.
- Must have basic understanding of the city configuration in order to allow sufficient driving time between appointments.
- Incumbent must have a valid local drivers' license (Category B1) to operate private automobiles, Sports Utility Vehicles (SUV) and pick-up trucks, and have the ability to drive Government-Owned vehicles.

16. Position Elements

a. Supervision Received:

Direct from the Electrician Foreman (A52620)/Residential Maintenance Coordinator (New Position).

b. Available Guidelines:

15 FAM 900 for Safety, Health and Environmental Management and 15 FAM 800 for Fire Protection Guidelines are provided by established trade practices, technical manuals, Post's policies/procedures, and the technical library. Any post and country specific materials regarding local and on the job safety regulations and laws.

c. Exercise of Judgment:

Considerable judgment in making best use of equipment, manpower and resources. As needed in order to effectively control or eliminate safety hazards to protect people and properties.

d. Authority to Make Commitments

None.

e. Nature, Level and Purpose of Contacts:

Within the Embassy community, local suppliers and contractors, colleagues and other maintenance personnel.

f. Supervision Exercised

None.

g. Time Required to Perform Full Range of Duties after Entry into the Position

Six months.